



STATE OF NEW MEXICO
Department of Military Affairs
47 Bataan Boulevard
Santa Fe, New Mexico 87505

NMAG

1 June 2003

MEMORANDUM FOR All Technician Personnel of the New Mexico
Army and Air National Guard

SUBJECT: NMNG Alternative Work Schedule Policy

1. This memorandum supersedes all previous NMAG memoranda on this subject.
2. Alternative Work Schedules (AWS) enable managers and supervisors to meet program goals while allowing employees more flexibility in scheduling personal activities. As employees gain greater control over their time, they can, for example, balance work and family responsibilities more easily, become involved in volunteer activities, and take advantage of educational opportunities.
3. Applicability. This policy applies to all excepted and competitive technicians.
4. Policy Requirements:
 - a. The work schedule will be the 5-4-9 schedule, described as four consecutive nine-hour days, Monday through Thursday, followed by one eight-hour day, Friday, one week of the two-week pay period, and four consecutive nine-hour days, Tuesday through Friday, the other week; it will be implemented during the hours of 0600 through 1730 and will include "core hours" from 0800 – 1530 when all employees on this schedule will be at their respective work assignments. This alternate work schedule for all employees will be implemented beginning Monday, 2 June 2003.
 - b. The Regular Day Off (Monday only), starting time, and ending time for each employee will be determined by the employee's immediate supervisor and will meet the criteria specified in paragraph a. above. The Regular Day Off will be alternated between employees to insure each functional area maintains minimum manning throughout the week. Directorate or offices with only one employee will coordinate through the Chief of Staff's office for coverage guidance.
 - c. An employee's work schedule may only be modified according to the parameters contained herein and only with the immediate supervisor's approval or because of mission necessity. Advance notice of change is required for changes to bargaining unit employee schedules according to the Collective Bargaining Agreement.

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d. When a recognized holiday falls on a Regular Day Off, the employee will be given the preceding Friday off as the recognized holiday and the Regular Day Off will remain the same. There will be no exceptions to this.

e. Management will attempt to accommodate employees who find the alternative work schedule to cause a hardship. By hardship, we mean true personal hardship, not just difficulty or inconvenience. The employee who feels adherence to the alternative work schedule will cause a hardship must make a written request to the Human Resources Office for exception in accordance with 5 USC 6127(B)(2). A decision will be made after consultation among the supervisor, Human Resources Officer, and the Union (for bargaining unit employees). The employee must describe the situation in detail in the letter, including an explanation of the impossibility of alternative work schedule.

f. All matters not specifically addressed in this memorandum will be implemented IAW applicable laws, regulations, and the collective bargaining agreement.

5. Questions should be addressed to my Labor Relations Specialist, Steve R. Moya at DSN 867-8295 or Comm (505) 474-1295.

// ORIGINAL SIGNED //

KENNY C. MONTTOYA, BG, NMARNG
The Adjutant General